Summary Action Plan for October 2004
[In response to the Auditor of Public Accounts Special Report, dated December 15, 2003]

One of the 15 items from the APA Report is on hold by the Board as of October 4 and one is under active discussion by the Finance Committee. Items in red indicate changes since the last report.

APA Ref	Short Title	Summary	Completion Due	Responsibility	Status	Task/Comments
1	Board Process	Policy Matter Expectations	—	Pomata	Complete	The ITIB established the CIO Evaluation Committee at its February 4, 2004 meeting to address this issue.
		Committee Information and Reporting, and Meeting Agenda Development	July 7	Simonoff	Complete	Information on the best practices of boards and version of ITIB Bylaws revised to reflect Appropriation Act language both provided to Mary Guy Miller, as per Board discussion of governance issues at its June 1 planning session.
2	Board Use of VITA Business Plan	Address APA report findings	—	Pattison	Complete	The ITIB Finance Committee, at its January 29, 2004 meeting, directed VITA management to address findings.
		Summary of performance compared to business plan, and development of cycle for business plan update	Quarterly	Simonoff/Matthews	Complete	The VITA Business Plan was approved by the ITIB on April 7 with modifications. The Plan has been posted to the VITA Web site and will be printed in limited quantities and distributed to the General Assembly and Governor's Office. Updates to the Plan will be included in the VITA Quarterly Report.
		Consolidation acceleration	—	Stewart	Complete	The CIO, in consultation with Board members, made the decision not to accelerate any large agency prior to July 1, 2004.
		Long-term goals and objectives	Delayed pending Board direction.	Pattison	Complete	The Board discussed long-term goals and objectives at its June 1 planning retreat.

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3	VITA Business Plan	Complete business plan for new services	March 31	Simonoff/Matthews	Complete	The VITA Business Plan was approved by the ITIB on April 7 with modifications. The Plan has been posted to the VITA Web site and will be printed in limited quantities and distributed to the General Assembly and Governor's Office. Updates to the Plan will be included in the VITA Quarterly Report.
4	Billing System	Development of billing system Project scope expanded to allow for online billing earlier than planned.	June 30	Dodson/Matthews	Complete	The Online Billing System went live in August for the July bill.
5	Budget System	Restore current budget system to operating condition	February 27	Dodson/Matthews	Complete	Budget system has been restored to full operation.
		Develop new budget system that interfaces with other applications including asset management and payroll	June 30	Dodson/Matthews	Complete	The revised system requirements and the scripts to review PeopleSoft and other off-the-shelf budget applications have been completed. The legacy system has been used to develop the FY05 budget. VITA is exploring the benefits of procuring an enterprise-wide budgeting module that can be used by VDOT and other agencies that have a budgeting system requirement. A scan of other agencies with PeopleSoft applications is being conducted with decisions on viability to be made within the next 45 days.
6	PPEA Criteria	Development of criteria and process for reviewing and considering PPEA proposals	April 7	Simonoff	Complete	Criteria and process were presented to the ITIB on April 7 and subsequently revised to reflect Board feedback. The schedule for outlying activities will continue to be refined as the process proceeds.
		Development of methodology to calculate savings; Board review and approval	July 6	Matthews	Complete	Savings methodology was presented to the Finance Committee for its review at its March meeting with recommendations to the ITIB at its April meeting. The methodology was approved by the ITIB on April 7. The CIO requested approval from the Secretary of Finance on April 15th who approved the concept on July 6, 2004.
7	VITA Audit Director	Hiring of Audit Director	60 days from job posting	Witter	Active	ITIB Finance Committee is discussing the proposed charter for the audit function at its October 4, 2004 meeting.

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8	Due Diligence Data	Development of process to review and correct due diligence data by March 31, 2004	June 30	Dodson/Matthews	Complete	The VITA IT Asset Inventory System (web-based input to excel spreadsheets) is currently being used by small and medium agencies and VDOT to review and update due diligence data. This tool will remain the "front line" on inventory updates until the team can investigate ways for VITA employees to update the Peoplesoft Asset Management module. Access was given to Auditor of Public Accounts staff for review and comment on May 3rd. Remaining large agency spreadsheets will be ready by April 14, with access to the Web tool in August.
9	Profit and Loss Statements	Revise profit and loss statements and related financial status	March 15	Matthews	Complete	Based upon the revised billing approach instituted by the CIO, supporting financial information has been developed to include profit and loss statements, balance sheets and cash flow analyses. This information has been provided to the Finance Committee and will be updated on a quarterly basis.
10	PPEA Cost Basis	Board should direct VITA to obtain accurate & reliable financial information	—	Matthews	Complete	Baseline cost information is a component of the PPEA due diligence process.
11	Cost & Savings Methodologies	VITA should develop methodologies & gain approval from the Board and the Secretary of Finance	July 6	Matthews	Complete	Savings methodology was presented to the Finance Committee for its review at its March meeting with recommendations to the ITIB at its April meeting. The methodology was approved by the ITIB on April 7. The CIO requested approval from the Secretary of Finance on April 15th who approved the concept on July 6, 2004.
12	Staffing Costs & Methods	Board should reevaluate no reduction in force policy	Delayed pending Board direction.	Pattison	On hold	The Board acknowledged staffing as a topic for further discussion and decision at its June 1 planning session.
		Board should direct VITA to absorb only needed staff & to identify staff reductions, working with DHRM to identify alternatives to layoffs.	August 29, 2004	Clark	Complete	The *Integration* staffing plan is complete and is being carried out.
			Delayed pending Board direction.	Pattison	On hold	The Board acknowledged transformation staffing as a topic for further discussion and decision at its June 1 planning session.

APA Ref	Short Title	Summary	Completion Due	Responsibility	Status	Task/Comments
		VITA should develop and report overhead to the Board	March 15	Matthews	Complete	Information on the proposed overhead rate was presented to the Finance Committee at its March 2004 meeting.
13	JLARC Approved Rates	Board to require VITA to use only approved rates with no agency exemptions	—	Matthews	Complete	No action required. VITA in compliance.
			June 14, 2004	Matthews	Complete	The revised rate methodology was approved by the ITIB on April 7 and provided to JLARC staff on April 9th. The rate methodology was approved at the Commission's June 14th meeting and will be effective July 1, 2004.
		VITA should create architecture and standards to meet business needs at best price	March 3	Lubic	Complete	The IT Project Review Committee has received the VITA staff recommendation that major Enterprise Architecture redirections be planned in conjunction with selected Transformation initiatives.
14	Consistent Application of Fiscal Policies & Practices		—	Matthews	Complete	VITA will consistently apply fiscal policies and practices relative to the CIO revised billing approach.
15	VDOT Repayment		—	Matthews	Complete	Repayment of $434k was issued by interagency transfer to VDOT on 1/4/04. A second payment was made in April for $184K.